

Minutes
Board of Trustees
Licking County Library
Organizational & Regular Business Meeting
January 21, 2015

The Board of Trustees met in regular session on Wednesday, January 21, 2015 in the 2nd Floor Conference Room of the Main Library. President Mr. Barry M. Riley called the meeting to order at 4:00 p.m. The following trustees answered the roll call of President Mr. Barry M. Riley: Mr. Marty Altmaier, Mrs. Ruth Campolo, Mr. Thad Claggett, Ms. Marty Morrison, Mr. Don Urban, and Mr. Barry Riley.

Trustee Excused: Mrs. Kathy Myers

Staff Present: Mrs. Babette Wofter, Director; Mrs. Sandra Lodge, Fiscal Officer; Ms. Tracey Wolfle, Human Resources Manager; Mrs. Tracy Groves, Administrative Assistant; Mr. Ryan Worbs, Deputy Fiscal Officer and Mrs. Barbary Sanderson, Teen Assistant.

Adoption of Agenda

The Board of Trustees unanimously agreed to adopt the agenda as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Appointment of Secretary Pro-Tem

Board President Mr. Riley announced that Board Secretary Mrs. Myers was absent so a Secretary Pro Tem was needed. Mr. Riley MOVED and Mr. Claggett SECONDED to appoint Mr. Altmaier Secretary Pro Tem. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Public Comments

None

Appointment of Officers 2015

Mr. Altmaier Moved and Mr. Urban SECONDED to appoint the following officers for 2015: Mr. Barry M. Riley, President; Mr. Thaddeus J. Claggett, Vice-President; and Mrs. Kathy Myers, Secretary. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-003

Adoption of
Agenda

015-004

Appointment of
Secretary
Pro Tem

015-005

Appointment of
Officers

Appointment of Fiscal Officer & Deputy Fiscal Officer

Mr. Claggett MOVED and Ms. Morrison SECONDED that Mrs. Sandra Lodge be reappointed to serve as Fiscal Officer at her current salary and posting a \$250,000.00 bond and Mr. Ryan Worbs be reappointed to serve as Deputy Fiscal Officer at his current salary and posting a \$250,000.00 bond. Mr. Altmaier administered the Oath of Office to the Fiscal Officer and Deputy Fiscal Officer. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-006
Reappointment
of Fiscal Officer
and Deputy
Fiscal Officer

Appointment of Purchasing Agent & Deputy Purchasing Agent

Ms. Morrison MOVED and Mr. Claggett SECONDED to reappoint Director, Mrs. Babette Wofter as Purchasing Agent and Fiscal Officer, Mrs. Sandra Lodge as Deputy Purchasing Agent. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-007
Reappointment
of Purchasing
Agent & Deputy
Purchasing
Agent

Minutes for the Board Meeting, November 19, 2014

Ms. Morrison MOVED and Mr. Urban SECONDED to approve the Regular Business Meeting Minutes of November 19, 2014 as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-008
Approval of
Regular
Business
Meeting
Minutes

Minutes for the Special Board Meeting January 8, 2015

Mr. Claggett MOVED and Ms. Morrison SECONDED to approve the Special Board Meeting Minutes of January 8, 2015 as presented. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-009
Approval of
Special Board
Meeting
Minutes

Announcements, Presentations, Correspondence

Mrs. Wofter shared a video presentation of the Licking County Library 2014 Year in Review.

Mrs. Sanderson gave a brief overview on the new Music Lending Library. The guitar lending program began December 10, 2014 with seven Fender FA100 acoustic guitar kits with a beginner's instructional book.

Committee Reports

Finance Committee Report

Ms. Morrison reported on the December 17, 2014 Finance Committee Meeting. Ms. Morrison recommended approval of the financial reports for the month of November which include the General Fund and the Building & Repair Fund. The committee reviewed the reports from the Fiscal Officer regarding bills, payroll, and transfers. Ms. Morrison MOVED and Mr. Altmaier SECONDED that approval be given to accept the September reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Mr. Urban MOVED and Ms. Morrison SECONDED that approval be given to revise the Petty Cash Policy. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Fiscal Officer's Report

Financial Report for December, 2014

The financial reports for December 2014 including bills, payrolls, and transfers were presented to the board for their approval. The balance in the General Fund at the end of December was \$1,426,662.74. Receipts in the General Fund at the end of December were \$208,418.82. Disbursements in the General Fund for December totaled \$402,010.59. Receipts in the Building & Repair Fund totaled \$14.53 and disbursements totaled \$0.00. Mr. Riley MOVED and Mr. Urban SECONDED that approval be given to accept the December reports as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Advances from County Auditor

Mr. Claggett MOVED and Mr. Altmaier SECONDED that approval be given to request advances from the County Auditor for Real Estate and Personal Property Tax. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

015-010

Approval of
November
Financials

015-011

Approval to
Revise Petty
Cash Policy

015-012

Approval of
December
Financials

015-013

Approval of
Advances from
the County
Auditors

Gifts – January 2015

Restricted: \$230.00 from patron donations for a copy of the
D-Day video made as part of the Veteran's Project

\$25.00 from Steve Habash for guitar lending
Program

Unrestricted:

\$500.00 from Huntington National Bank

\$200.00 from Martha Prazniak

\$100.00 from Wanda Clement

\$100.00 from Jaqueline P. Nethers

\$35.00 from coffee donation box at Miller

\$10.00 from Timothy J. Peacock

\$20.00 from Anonymous

Non-monetary: \$6,210.46 in Scholastic Dollars to purchase
Books and items from State Farm Casualty
Company

Ms. Morrison MOVED and Mrs. Campolo SECONDED that approval be given to accept the January gifts as submitted. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Mrs. Lodge shared the levy results by precinct comparing 2010 to 2014. Areas closest to a library facility is where results showed the most positive change from an against vote to a for vote. The areas furthest removed from a library location improved but still were against.

Other

Mrs. Lodge presented the Licking County Library 2014 Tax Year Estimated by District. This report provides information on the tax money that is collected geographically.

Director's Report

015-014
Approval of
Gifts

Personnel Report – January 2015

Mr. Urban MOVED and Mr. Claggett SECONDED that the following Personnel changes be approved. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Change of Rate and / or Status

Meghan Douglas	From Circulation Clerk Aide To Children's Assistant Aide Effective: 11.03.14 \$11.00 Hourly
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Resignation

Zoey Harvey	Adult Services Page Effective: 11.13.14
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Matthew Jones	Technical Services Assistant Effective: 12.17.14
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New Hire

Tesse Griffith	Circulation Clerk Aide Effective: 11.12.14 \$10.00 Hourly
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Caitlynn Melick	Circulation Clerk Aide Effective: 1.24.14 \$10.00 Hourly
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Camden Groves	Adult Services Page Effective: 11.24.14 \$7.95 Hourly
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Micah Arbogast	Circulation Clerk Aide Effective: 12.18.14 \$10.00 Hourly
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Strategic Plan 2015

Mrs. Wofter reviewed the Strategic Plan for the library which was updated at the end of 2014 and noted how the upcoming Master Plan proposal fit into the library's goal. Mr. Riley asked to discuss the Strategic Plan at the end of the meeting that involves the purchase of property.

015-015
Approval of
Personnel
Report

Other

Mrs. Wofter shared the results from her 360 degree performance review, compiled by Business Consultant, Dave Brenner and HR Manager, Tracey Wolfle.

Mrs. Wofter presented a 54 page report submitted by Brock Hutchison, Head of Outreach Services. The report included in-depth statistics and graphs that provided a detailed description of the bookmobile stops in 2014 and expenditures for repairs, etc.

Mrs. Wofter provided copies of the August 2014 Wenzel Strategies survey.

Mrs. Wofter reported that the Friends of Licking County Library kicked off a small fundraiser by hosting a book sale at the Nutcracker Celebration held on December 13, 2014. A membership drive will be held soon.

Old Business

None

New Business

None

Executive Session

Mr. Claggett MOVED and Mrs. Campolo SECONDED that the board go into executive session at 4:55 p.m. to discuss the purchase of property. Roll Call: Mr. Altmaier, Yes; Mrs. Campolo, Yes; Mr. Claggett, Yes; Ms. Morrison, Yes; Mrs. Myers, Yes; Mr. Urban, Yes; and Mr. Riley, Yes. The President declared the motion passed.

Upon reconvening in public session at 5:15 no action was taken at this time.

There being no further business, the President declared the meeting adjourned at 5:15 p.m.

The next Regular Business Meeting will be Wednesday, March 25, 2015 at 4:00 p.m. in the 2nd Floor Conference Room of the Main Library.

015-016

Approval to go into Executive Session